

TITLE, SERIES, GRADE: Physical Security Specialist, GS-080-9/11

SALARY RANGE: GS-09: \$46,041 - \$59,852 per annum
GS-11: \$55,706 - \$72,421 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-086

AREA OF CONSIDERATION: All Interested Candidates (U.S. Citizens) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 10/22/07
CLOSING DATE: until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Security and Administrative Services Staff, Security and Operations Support Section, Washington, DC

NUMBER OF VACANCIES: 1

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITIONS ARE FILLED.

JOB SUMMARY

The incumbent serves as a Physical Security and Emergency Management Specialist and performs the following:

- Conducts physical security site surveys and vulnerability assessments.
- Serves as a technical authority for the implementation of physical security measures.
- Documents preparation for the accreditation and operations of areas designated for the processing and storage of classified information.
- Has oversight of the Division badge system.
- Monitors contract guard services for effective enforcement of applicable regulations and other duties as assigned.
- Plans, develops, prepares and implements of emergency management plans and comprehensive physical security programs.
- Serves as the Division Continuity of Operations Plan (COOP) liaison ensuring the Division is capable of continuing operations during emergency situations.
- Prepares and maintains the Division's COOP, Occupant Emergency Plans (OEP) and Pandemic Influenza Plan for Division employees located throughout five buildings within the DC metropolitan area.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

For the GS-09 level: One year of specialized experience equivalent to the GS-07 level which as equipped you with a practical knowledge of commonly applied physical security principles, concepts and methodologies.

Examples of specialized experience at this level include:

Assisting experienced specialists in conducting on-site physical security inspections or assistance visits and assisting in the evaluation of findings and the development of recommendations for changes.

For the GS-11 level: One year of specialized experience equivalent to the GS-09 level which has equipped you with a practical knowledge of commonly applied physical security principles, concepts and methodologies in carrying out assignments and developing skills; ability to analyze information, and the ability to clearly communicate orally and in writing.

Examples of specialized experience at this level include:

Inspecting facilities where security processes and methods are known to the employee, security programs are operated effectively, and there is no history of significant violations and deficiencies. Advising facility security personnel on matters which require clear-cut explanations of regulations and procedures.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the principles, concepts, methodology and practices in security administration programs with particular emphasis in the area of physical security.
- 2) Demonstrated project management skills in the area of emergency management planning as it relates to the preparation of Continuity of Operations Plans (COOP), Occupant Emergency Plans (OEP) and Pandemic Influenza Plans.
- 3) Knowledge of physical security systems for access control, intrusion detection, closed circuit television (CCTV) and perimeter security controls for buildings and designated secure areas used for classified information processing and storage.
- 4) Knowledge of accreditation procedures for areas designated for the processing and storage of classified material.
- 5) Skill in effective communications to provide customer service, report preparation, meeting participation and formulation of Division emergency planning documentation.
- 6) Ability to communicate orally and in writing.

HOW TO APPLY

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and wish to be considered under both merit staffing promotion procedures and competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered under merit staffing promotion procedures.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a resume is submitted it must contain the following information. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED,

colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:

CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in a government envelope will not be considered. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- If substituting education for specialized experience, transcripts must be submitted.
- All qualifications for this position must be met by the closing date of the announcement.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- In addition to the satisfactory completion of a background investigation, the incumbent must be eligible to be granted Top Secret/SCI security clearance.
- Employee will be considered emergency/essential personnel.

- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2916